

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
CHILD WELFARE DIVISION**

TRANSFER OPPORTUNITY



Mental Health Services Coordinator I

The Child Welfare Division is seeking interested candidates to assist with the countywide coordination of Intensive In-Home Mental Health Services and Family Preservation programs. This individual will participate in community outreach, coordinate regional provider meetings, provide technical assistance as needed, as well as assist with tracking mental health services provided in these various programs. The person selected for this position will work collaboratively within an interagency team composed of professionals from the Department of Mental Health (DMH) and the Department of Children and Family Services (DCFS).

EXAMPLE OF DUTIES:

- Coordinating community outreach and preparing presentations about our various programs
- Tracking available resources relevant to child welfare population
- Train on and monitor the completion of mental health tracking logs for youth enrolled in our programs
- Coordinate regional program provider meetings
- Participate in Program Improvement Reviews that help to ensure Quality Assurance
- Work closely with program coordinators and provide technical assistance to program staff as well as to contracted providers

Additional duties will include a variety of administrative and clinical tasks related to the Child Welfare Division such as, coverage for the Family Child Index Program, Officer of the Day duty, and Quality Services Reviews.

DESIRABLE QUALIFICATIONS:

- Strong organizational skills
- Good verbal and written communication skills
- Ability to be adaptive and flexible
- Experience working within a team
- Familiarity or experience working with DCFS
- Child mental health experience
- Skilled in working with MS Office, i.e., Word, Excel, PowerPoint, and Outlook

Interested applicants who are currently holding the payroll title of MHSC I may submit their resume, last two (2) performance evaluations, and last two (2) years of master time cards **by 5:00 PM on Friday, April 12, 2013 to:**

Dr. G. Kaliah Salas, Supervising Psychologist

Telephone: (213) 739-5473

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